

Helpful Hints – Licensing

- * Current applications are located on our website at www.dcg.gov.
- * Question 2, the mailing address should be the location where mail for your organization will be received and picked up. This is the address at which the Department will contact you. **It is important that you pick up your mail promptly.**
- * Question 10a, 10b, and 10c, needs to state the **calendar year** provided.
- * Please be specific on Question 10a and 10b. These questions are asking how your organization has generated revenue and disbursed revenue in accordance with your charitable purpose. Please **do not** submit Form 990s or charitable gaming financial reports to answer these questions or include gaming expenditures. You may submit a financial statement if it contains the information.

Example:

10a.

Type of Revenue	Amount
Dues	\$4,575
Donations	\$935
Activities/Events	\$10,000
Club room sales	\$67,775
TOTAL	\$83,285

10b.

Type of Expenditure	Amount
Employee salaries	\$41,000
Office supplies	\$2,000
Utilities	\$19,195
Insurance premiums	\$7,250
Athletic programs	\$10,000
Assistance program	\$3,000
TOTAL	\$82,445

*Question 11a, does your organization plan to conduct bingo? Unless your organization is having a regular gaming session (example: Monday, 7pm) bingo will not be added to the license. If your organization decides to host a bingo session, they must write to our office requesting to conduct the session and include a \$25 processing fee. Upon approval, our office will issue a Temporary Change license to your organization and send it to your organization via postal mail.

- * Question 15, the CEO is the highest ranking official in your organization. Most often this is the President, Commander, Priest, etc.
- * Question 15, the CFO is person responsible for dealing with any money for the organization. Most often this is the Treasurer, Quartermaster, Priest, etc.
- * Question 16, other officers are the elected officers for the organization. Be sure to list **all** officers of the organization, according to your organizational structure as outlined in your By-Laws.
- * Question 17, chairpersons must be a member, officer or employee of your organization. If a chairperson is listed as an employee and given an officer's title, they must also be listed as an officer on Question 16.
- * Please be sure the application is completed entirely. Otherwise, it will be considered incomplete and a deficiency letter will be mailed to your organization for further information. This is especially important to note because the 60 day requirement for our office to issue a license or denial does not begin to run until the application is considered complete. Please follow checklist on Certification Page of the application to ensure you have included everything on the application.
- * Your organization must select a type of gaming in which you will be conducting. If you are only doing Special Events, which would require the organization to also complete and submit a CG-Schedule-A application, you must state this on the application so our office will know.
- * If there are no changes in Bylaws or Articles of Incorporation, please do not re-submit this information. There is an option on the application to mark that they are already on file.
- * All applications must be legible, otherwise, they may be returned.
- * If there are changes to any information listed on the application, our office must be notified within 30 days of the change.
- * Your organization must be approved for a gaming change before they can advertise and before the change happens.

Most common Questions and Answers:

Question: What issues must be completed by the organization before a renewal license can be issued?

Answer: The application must be completed in entirety. All previous financial reports and fees due must be filed with the office. All administrative fines issued by the office must be paid. Any financial plans, if ordered by the office must be filed and acceptable. Any settlement agreements, if imposed by the office, must be in compliance.

Question: Can I copy last year's application to complete the renewal application for a new license?

Answer: No, a new application must be completed. However, please keep a copy of all past applications, deficiency letters and responses for your review during the new application process to ensure the current application is complete.

Question: Can I only list the new officers on the renewal application?

Answer: No, you must provide a complete listing of the officers and all of the required information requested for each of those officers.

Question: Can I just list the additional chairpersons on the renewal application?

Answer: No, you must provide a complete listing of chairpersons and all of the required information requested for each of those chairpersons.

Question: What does an annual license printed with Pulltabs, Raffles, and Non-Cash Prize Wheels < \$100.00 mean?

Answer: The licensed organization can conduct Pulltabs, Raffles, and Non-Cash Prize Wheels < \$100.00 on any day at the location printed on your license.

Question: Can a chairperson sign or make a request for changes or sign CG- Schedule-A applications?

Answer: No, only officers listed on the application can make changes and/or request a special license.

Question: Can a chairperson call the office to inquire about that status of a license?

Answer: No, only officers of the organization can call and inquire about anything associated with the charitable gaming license.

Question: Can we provide a driver's license ID instead of social security number?

Answer: No, social security numbers are a requirement for all officers and chairpersons of the organization and are kept confidential.

Question: Can we fax or email our application to your office?

Answer: No, our office requires an original signature on all applications associated with the charitable gaming license.